
GLOSSARY OF TERMS

**ABANDONMENT
CONSIDERATION FEE:**

A fee charged as public compensation to vacate public right-of-way for private interest. This fee is collected as a condition of right-of-way abandonment approval if the property being abandoned can be utilized for private development purposes. The fee collected is used to offset administrative costs for processing applications to dedicate right-of-way.

ABANDONMENT, FORMAL:

The process in accordance with State of Arizona imposed open meeting laws for public hearings related to the vacation of the public interest in previously purchased or dedicated right-of-way, either in full or retaining utility easements.

ABANDONMENT, INFORMAL:

The process of the vacation of the public interest in previously purchased or dedicated right-of-way, either in full or retaining utility easements, which right-of-way or easements are completely encompassed by a single property owner.

**ADMINISTRATIVE STAFF
SERVICES:**

The time spent by administrative staff to retrieve and/or photocopy a request by the applicant to obtain development information.

**APPEAL,
City Council:**

A formal appeal requested by the applicant of a site plan or subdivision on the City Manager Representative's decision regarding a technical appeal. All Decisions by City Council are final.

**APPEAL,
City Manager Representative:**

A formal appeal requested by the applicant of a site plan or subdivision regarding a technical review decision made by the Development Services Department. Technical appeals relate to items such as right-of-way improvement, grading, dedications and are heard by the City Manager Representative within 30 days from the date the appeal is filed. Decisions can be appealed to City Council.

**APPEAL, (DRAB):
Design Review Appeals Board**

A formal appeal requested by the applicant of a site plan or subdivision regarding a design review decision made by the Development Services Department regarding whether a design review presumption has been met or not. Design review appeals are heard by the DRAB within 30 days from the date the appeal is filed. All decisions from the DRAB are final.

APPEAL, PROPORTIONALITY:

A formal appeal provided for in State law pertaining to the scope of right-of-way dedication and improvements required as a condition of permit approval.

**AT-RISK GRADING
AND DRAINAGE PERMIT:**

A permit authorized by the Deputy Director for Project Engineering to commence grading operations when grading plan review is substantially completed, but prior to final plan approval. Submittal of water and sewer plans, where required, is a pre-requisite to issuance of an at-risk grading permit.

BASIC SIGN INSPECTION FEES:

Sign inspection fees are divided into three groups: Group A includes wall, marquee, projecting and roof signs and painted wall and window signs; Group B includes all ground and combination signs; and Group C includes billboards. Inspection fees are assessed on a per sign basis.

CERTIFICATE OF OCCUPANCY:

Legal authority to occupy and use a building or parcel of property. Indicates the project has been completed and found to be in substantial compliance with all applicable City codes and ordinances.

**CERTIFICATE OF OCCUPANCY
(CONDITIONAL)**

When all life safety issues have been addressed and substantial compliance has been met, a conditional certificate of occupancy is issued after the appropriate payment of fees has been made to the City. The project is then monitored to ensure total compliance has been achieved.

**CERTIFICATE OF OCCUPANCY
(PARTIAL):**

When a portion of a structure is entirely complete, along with the corresponding approval of zoning stipulations, a partial Certificate of Occupancy is issued. The unfinished portions must be completed to a point where it will not constitute a hazard to the occupied portion of the structure.

**CERTIFICATE OF OCCUPANCY
PHASING:**

A comprehensive review and agreement between the Applicant and City staff related to the proposed sequencing of completion and occupancy of multiple buildings on the same site. This plan most typically occurs on multi-family residential and commercial shopping center projects.

CLEARING AND GRUBBING:

The removal of all living vegetation (excluding preservation areas) after the salvage operation has been completed, but no recontouring, relocation of soil, or disturbance of subsurface below.

COMMUNITY INTEREST:

Private citizens who express interest or concern regarding the impacts of the development proposal during the rezoning process and have indicated their interest as a matter of record to staff. This interest or concern is entertained through the site planning, or subdivision review process in accordance with notification requirements imposed by the Zoning Ordinance.

CONCRETE PERMIT:

Permit includes the inspection of concrete driveway, concrete sidewalk, concrete valley gutter and apron, curb & gutter, concrete sidewalk ramp, catch basin, and curb return. (Other items to be added from the misc category.)

CONDITIONAL ZONING:	Zoning approval conditions (stipulations) which have been imposed by City Council through the legislative process. These conditions must be clearly addressed on the initial development plans or a plan review surcharge will be assessed.
CONSULTATION AND RESEARCH:	The time spent by staff to research a written request by the applicant to obtain technical development and/or construction code information about a particular site, proposed site plan, proposed subdivision, or building. The request includes specific questions the applicant may have about the site planning, project engineering and/or building safety review process. The questions will be addressed in written form. Hourly rate services listed in the fee schedule shall be calculated in intervals of not less than 15 minutes subject to the minimum number of hours specified.
DEVELOPMENT PLAN ROUTING:	As projects are formally submitted for review by the Development Services Department, the projects are circulated to relevant Divisions and Departments throughout the City, and to affected community agencies outside of the City, for review and comment prior to approval.
DISCIPLINES:	Disciplines are defined for fee assessment purposes as architectural, structural, plumbing/mechanical, electrical, fire/life safety, industrial waste, traffic and parking, landscaping, grading and drainage, design review, and water and sewer utilities review.
DRAINAGE FACILITIES PERMIT:	Permit includes the inspection of storm drain pipe, storm drain man holes, and concrete box culvert (single barrel).
DRAINAGE REPORT:	An analysis of storm water flows that influence a development proposal or properties within the vicinity of the development proposal.
DRAINAGE REPORT, CONCEPTUAL:	Where a conceptual drainage report is required at the Pre-Application Conferences, the engineer will determine the type of report based on complexity and indicate the corresponding fee based on review time (small, medium, large).
ELECTRIC COMPONENT INSPECTION FEE:	An electrical component inspection fee charged per sign per inspection visit whenever an electrified sign includes components that are not approved by a recognized listing and labeling agency. The electrical component inspection fee is in addition to the electric sign inspection fee.
ELECTRIC SIGN INSPECTION FEE:	An electrical inspection fee will be charged for each sign which is illuminated, motorized, or otherwise connected to electricity for any purpose.

**ENVIRONMENTALLY SENSITIVE
LANDS IMPACT:**

An effort on behalf of the City and the property owner to preserve the integrity of the natural desert environment, by saving in their natural state, washes, hillsides, and significant stands of vegetation. The requirement for preservation is set by the City Council through Zoning Stipulations and/or the City Design Review Program.

FEE REFUNDS:

Requests for refund of Development Services plan review, permit or inspection fees.

FINAL PLAT PHASING:

A proposal by the Applicant to split the preliminary subdivision approval into two or more final plats which are recorded independently. This approach requires a systematic and comprehensive review of the sequence of infrastructure review and permitting.

**FLAG AND GASOLINE PUMP-TOP
SIGN INSPECTION FEE:**

An inspection fee charged per visit for one or more flags or gasoline pump-top signs at a location.

HAUL PERMIT:

A permit issued for transporting soil in excess of 10,000 cubic yards via City streets. Special traffic regulations, haul routes and work hours may apply.

HILLSIDE DEVELOPMENT:

Any development project that occurs on slopes exceeding 10%.

INSPECTION HOURS:

Inspections are normally provided Monday through Friday on regular City business days. Inspections must be requested before 2:00 p.m. the business day preceding the requested inspection. Additional inspection fees will be assessed for overtime inspections (early morning, evenings, weekends, and holidays) as well as time-specific inspections or inspectors to be available on stand-by.

Inspection hours are established by the Development Services Department and are subject to change. Regular hours are from 7:00 a.m. to 3:30 p.m., and summer hours 6:00 a.m. to 2:30 p.m.

INSPECTIONS, OPTIONAL:

A service fee will be charged for services related to optional inspection requests such as requests for pre-move inspections, walk-through inspections, or punch list inspections.

INVESTIGATION FEE:

Penalty fee charged for any work started without a permit.

**LAND DIVISION
(LOT DIVISION/LOT SPLIT):**

A process whereby the division of a property that is two and a half acres or less must be reviewed and meet minimum size and configuration requirements as well as infrastructure requirements to support the new parcels.

**LANDSCAPE -
INTERMEDIATE PLAN:**

Review of planting, irrigation and appropriate detail sheets for small development sites with street frontage less than 100 feet or 200 feet if on a street corner. The site must not be encumbered by major site plan issues.

**LANDSCAPE
PRESERVATION FENCING:**

On sites that require landscape preservation, a protective fence (typically a temporary chain link fence) must be erected around all areas to be protected in order to prevent damaging the landscape during construction.

LANDSCAPE - MAJOR PLAN:

Review of planting, irrigation and appropriate detail sheets for projects which involve a scope of work that exceeds that defined by the Minor or Intermediate Landscape Plans.

LANDSCAPE - MINOR PLAN:

Review of planting, irrigation and appropriate detail sheets for small development sites with less than 1000 square feet of total landscape area. The site shall not be encumbered by major site plan issues. Planting, irrigation and details should be on one sheet and may be placed directly on the project Site Plan. This review is typically processed over the development counter.

MAP OF DEDICATION:

An engineered map showing streets, alleys and easements to be dedicated for public use.

**MINOR ENGINEERING
PLAN REVIEW:**

Engineering review of off-site construction consisting of driveway cut details, limited scope street construction including sidewalk, curb and gutter, and landscaping, as well as on-site construction related to limited scope review of grading and retention calculations.

MULTI-DISCIPLINE:

A review giving input from more than one specialty, trade, or area of expertise.

PARCEL SPLIT:

A process whereby the division of a property that is greater than two and a half acres must be reviewed and approved for incorporation into the City's Geographic Information System property ownership data layer.

PAVEMENT CUT SURCHARGE:

A fee charged for the trenching in the public right-of-way where pavement is less than 30 months old.

PAVING PERMIT:

Permit includes the inspection of asphalt concrete (A.C.), alley surfacing (A.B.C.) temporary driveway (A.C.), dust palliative, raise/lower manhole cover, raise/lower valve box cover, install survey monument, AC thickened edge, grader ditch, paving replacement and seal coat.

PHASING, CONSTRUCTION:	Submittal of construction plan packages related to the stages of building construction (i.e., foundation, framing, plumbing, etc.) A single phase shall be considered development proposals which are submitted as a single construction document package. Multiple phases shall be considered development proposals which utilize more than one construction document package.
PHASING, SITE:	Development of a single site over time. Temporary improvements such as dustproofing and/or landscaping may be required on future phases.
PLAN REVIEW:	The process of reviewing the applicant's construction plans for building code compliance.
PLAN REVIEW REVISIONS:	Changes made to a plan once the plan has been approved.
PLANNED RESIDENTIAL DEVELOPMENT OPTION:	A group of dwelling units with common areas which are designed as an integrated functional unit. Planned residential developments permit considerable flexibility in the selection of building setbacks and heights, lot area and lot coverage. This type of development option requires the review and approval of both a Site Plan and a Subdivision Plat.
PLAT, FINAL:	A map dividing property and dedicating public right-of-way in final form with all required owner signatures that is ready for City Council approval and recording.
PLAT, MINOR:	A subdivision plat with 20 or less proposed lots and meeting the criteria of Section 32-14(h) of the City of Phoenix Subdivision Ordinance that is unencumbered by issues of zoning, drainage and off-site improvements.
PLAT, PRELIMINARY:	A map indicating the division of private property and right-of-way to be dedicated to the public.
PLAT, SIMPLE:	A simple plat of 4 lots or less which bypasses the preliminary review phase of the development review process. The minor plat process includes only the preapplication review and the final plat review.
PREAPPLICATION MEETING:	Initial meeting between the Development Review Team and the applicant to discuss basic development review requirements for a proposed site plan or subdivision. This meeting includes written notes from all disciplines and a mark-up drawing of the proposed plan submitted.

PRELIMINARY APPROVAL MEETING:

An official meeting between the Development Review Team and the applicant to discuss formal requirement for the proposed site plan or subdivision. This meeting includes a formal report and official mark-up drawing listing all requirements for site plan or subdivision approval. All stipulation listed in this review are required to receive final approval.

PRELIMINARY WATER OR SEWER DESIGN:

Staff consultation to determine if existing water or sewer system has the capacity and adjacency to support additional development.

RE-INSPECTIONS:

Additional visits to a development site caused by scheduling an inspection before the work is ready to be inspected, or by failure to complete required conditions; or by failure to provide access to an inspection site (locked gates or doors).

REMOVAL OF ILLEGAL SIGN:

Signs placed illegally within public property right-of-way must be removed by sign enforcement personnel. The first time a sign or signs are removed from public property, the person or business identified on the sign will be given a notice of violation. If the same or similar signs identifying the same person or business are again removed from public property, such person or business will be charged a disposal fee.

SEWER PERMIT:

Permission to install sewer in public right-of-way to City specifications. Permit includes the inspection of City sewer lines, sewer manhole, and sewer clean out/drop connection.

SIGN APPLICATION:

A fee charged for each sign application submitted. When application is made for two or more separate signs on the same property at the same time, only one processing fee is required.

SIGN DESIGN REVIEW FEE:

A fee for the review of proposed signs which request height and area bonuses by incorporating design review elements.

SIGN ENGINEERING PLAN REVIEW:

A fee charged for the review of engineering plans, drawings and specifications submitted to establish formal or modified construction standards or to review plans for sign structures for which there are no existing standards.

SIGN PRE-PERMIT APPLICATION FIELD CHECK:

A site inspection fee charged for all sign applications submitted without a photo(s) that clearly depicts the site of the proposed sign construction and affected adjacent sites or where Development Services' staff determines that the type of sign or a condition at the site warrants a site inspection.

SIGN RECORD CHANGE FEE:	A fee charged per request for any change to a sign permit.
SIGN RE-INSPECTION AND REPROCESSING:	A re-inspection fee charged for each inspection after the second made to determine compliance in conjunction with any correction notice given during construction or erection of a sign, or correction of situations identified in any notice of violation.
SIGN WORK WITHOUT A PERMIT:	Whenever any sign is erected, moved, altered or repaired without a required sign permit, an investigation fee in addition to the permit fee shall be collected whether or not a permit is then or subsequently issued.
SINGLE DISCIPLINE REVIEW:	A review which involves only one development review discipline such as planning, traffic engineering, civil engineering, fire, etc.
SITE PLAN - INTERMEDIATE:	A small scope site plan or subdivision that requires a review, but requires minimal or no development plan routing and may not require a review meeting. Typically, there are no complicated development issues associated with these projects. The written report and mark-up drawing can be mailed directly to the applicant.
SITE PLAN - MAJOR AMENDMENT/REVISION:	When significant changes (typically involving changes to site access, infrastructure, circulation and parking) are requested to an approved site plan or subdivision, an amended plan is submitted for review and approval. The plan is routed to appropriate departments for review and comment, and the revised plan may then be approved as an amendment to the original plan.
SITE PLAN - MINOR:	A site plan that requires minimal review through the development review process based on the scale or impact of the project. Typically, these projects involve a scope of work which has a structure less than 25,000 square feet (industrial) or 10,000 square feet (commercial), they consist of a single phase, all zoning stipulations and ordinance conditions are addressed on the submittal, the site has no significant drainage or traffic/access issues, citizen issues are resolved and any additional development processes (i.e., Zoning variance, right-of-way abandonment, right-of-way or easement dedications, etc.) have been completed or submitted for review with no major issues.
SITE PLAN - MINOR AMENDMENT/REVISION:	When minor changes (not density, traffic, or additional acres) are requested to an approved site plan or subdivision, an amended plan is submitted for review and approval. The plan is typically reviewed and approved as an amendment to the original plan.
SPECIAL STUDY/ RESEARCH REQUEST:	A request to research or study a development related issue not in direct conjunction with a specific development proposal being reviewed.

STREET NAMING AND ADDRESSING:

The process of assigning street address numbers to a parcel that is consistent with the metropolitan methodology imposed by Maricopa Association of Governments for purposes of efficient postal delivery, emergency response and way finding by citizens and visitors.

SUBDIVISION:

The division of a lot, tract, or parcel of land into two or more lots, tracts, parcels, or other divisions of land for sale, development, or lease.

TEMPORARY EVENT SIGNS:

A fee charged for each temporary sign permit. A temporary sign permit is required for temporary events, grand openings, temporary business identification, temporary business identification during construction, and temporary signs for places of worship. No sign inspection fee is required.

TIME EXTENSION:

A fee paid to place a development proposal on hold for the purposes of resolving outstanding issue(s) which would prevent staff from granting preliminary Site Plan or Subdivision approval in accordance with conditions of the Zoning Ordinance. Some examples include lack of completion of zoning or zoning variance processes and significant infrastructure issues which would prevent moving forward with construction plans.

TIME EXTENSION OF PLANS REVIEW:

A fee charged for the review of approved development plans which have not progressed to permits and which have exceeded plan review time limits imposed by various City ordinances.

TRAFFIC AND INFRASTRUCTURE IMPACT:

Development proposals which require extensive research and possible staff designed infrastructure alternatives for consideration. Typical applications relate to trip generation analysis and traffic impact, infrastructure capacity analysis in association with water or sewer service studies and/or pedestrian circulation studies.

WATER PERMIT:

Permit includes the inspection of water main extensions, water line taps, and fire line/hydrant.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7844 (voice) or (602) 534-5500 (TTY).